

SUBJ: RESERVATIONS FOR CRC AND/OR AIRCRAFT TRANSPORTATION SUPPORT AND TRACKING OF CONTRACTORS

1. PURPOSE. TO REITERATE THE NEW CENTRAL REGISTRATION AND SCHEDULING PROCESS IN EFFECT FOR CONUS REPLACEMENT CENTER PROCESSING AND GOVERNMENT-PROVIDED AIR TRANSPORTATION. IT ALSO OUTLINES REQUIREMENT FOR PERSONNEL ACCOUNTABILITY THROUGH THE CIVILIAN TRACKING SYSTEM (CIVTRACKS), AND CHANGES TO CONTRACTOR DEPLOYMENT PROCESSING PROCEDURES.

2. ALL HEADQUARTERS AND CONTRACTING AGENCIES ISSUING LETTERS OF AUTHORITY TO SEND CONTRACTOR PERSONNEL THROUGH THE CRC MUST MAKE RESERVATIONS THROUGH TOTAL ARMY PERSONNEL COMMAND (PERSCOM) AT LEAST 14 DAYS IN ADVANCE BY CALLING PERSCOM DCSOPS, MOBILIZATION DIVISION AT 1-800-582-5552, EXTENSION 1427.

3. FAILURE TO COORDINATE AT LEAST 14 DAYS IN ADVANCE FOR CRC RESERVATIONS OR AIR TRAVEL, OR ARRIVING WITHOUT PASSPORT AND VISA, MAY RESULT IN INDIVIDUALS BEING RETURNED TO HOME STATION/POINT OF ORIGIN AT UNIT/AGENCY EXPENSE OR SUFFERING EXTENSIVE DELAYS IN DEPLOYMENT. VISAS ARE REQUIRED FOR TRAVEL TO THE CENTCOM THEATER UNTIL FURTHER NOTICE.

4. WHEN SCHEDULING SUPPORT THROUGH THIS RESERVATION SYSTEM, BE PREPARED TO PROVIDE:

A. STANDARD NAME LINE INFORMATION (NAME, RANK, SOCIAL SECURITY NUMBER).
UNLESS OTHERWISE DENOTED ON CONTRACTOR LOA, CONTRACTOR PERSONNEL ARE IDENTIFIED AS "CONTRACTOR" WITH EITHER GS-12E OR GS-13E EQUIVALENCY DEPENDING ON WHETHER OR NOT THEY ARE RESPONSIBLE FOR SUPERVISING OR MANAGING OTHER CONTRACTOR PERSONNEL. THERE ARE NO OTHER RANK EQUIVALENCIES FOR CONTRACTORS.

B. DESTINATION: (E.G., DEPLOYMENT TO BOSNIA IN SUPPORT OF SFOR).

C. GOVERNMENT PROVIDED AIR TRANSPORTATION NEEDED: (YES/NO).

D. LATEST ARRIVAL DATE (LAD): THE LATEST DATE YOU CAN ARRIVE IN THEATER AND STILL ACCOMPLISH YOUR MISSION.

E. CONTRACTING AGENCY WITH POC AND TELEPHONE NUMBER.

F. THE AUTHORITY FOR THE INDIVIDUAL TO DEPLOY (E.G., LETTER OF AUTHORITY FROM CONTRACTING OFFICER).

G. A 24/7 CORPORATE POINT OF CONTACT PHONE NUMBER AND EMAIL ADDRESS.

5. FORT BLISS, TX. IS THE PRIMARY CRC SUPPORTING THE CENTCOM AOR FOR CURRENT OPERATIONS. OVERFLOW WILL PROCESS AT THE SECONDARY CRC LOCATION FOR CENTCOM, FORT SILL, OK.

6. FORT BENNING CRC WILL PROCESS PERSONNEL SUPPORTING OPERATIONS IN THE BALKANS, AND CJTF-180.

7. CRCS WILL NOT ISSUE PERSONAL CLOTHING ITEMS (BDU, DCU, BOOTS, SOCKS, UNDERWEAR, ETC.) WITHOUT AN APPROVED DA WAIVER FOR SAME. THEY WILL ISSUE ONLY ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE) AND CHEMICAL DEFENSE EQUIPMENT (CDE). CONTRACTING OFFICER OR PROGRAM MANAGER CAN REQUEST EXCEPTION THROUGH THE OFFICE OF THE DEPUTY CHIEF OF STAFF G4 (DALO-PLS), 500 ARMY PENTAGON, WASHINGTON, D.C. 20310-0500, FAX (703)614-6013, FOR CONSIDERATION. POC IS MR. RANDY KING (703) 614-2391, DSN 224. OCIE AND CDE MUST BE SURRENDERED AT THE PLACE OF ISSUE WHEN THE CONTRACTOR EMPLOYEE RETURNS FROM DEPLOYMENT.

8. CONTRACTORS REQUIRING GOVERNMENT-PROVIDED AIR TRANSPORTATION TO THE CENTCOM THEATER OF OPERATIONS MUST ALSO MAKE RESERVATIONS THROUGH TOTAL ARMY PERSONNEL COMMAND (PERSCOM).

9. ALL DEPLOYING/DEPLOYED CONTRACTORS WILL BE ACCOUNTED FOR IN THE WEB-BASED, ARMY CIVILIAN TRACKING SYSTEM (CIVTRACKS) ACCESSIBLE THROUGH THE INTERNET (UNCLASSIFIED MISSIONS ONLY). IT IS IMPERATIVE THAT DATA BE ENTERED IN A TIMELY MANNER. THE DATA WILL BE USED TO TRACK LOCATION OF CONTRACTOR PERSONNEL IN THEATER AND TO ASSIST IN

TECHNICAL EXHIBIT K

POSITIVE IDENTIFICATION OF CORRECT NEXT OF KIN SHOULD NOTIFICATION BE REQUIRED DUE TO SERIOUS INJURY, DEATH OR IF THE CONTRACTOR EMPLOYEE BECOMES MISSING IN ACTION.

10. THE CIVTRACKS WEB ADDRESS IS [HTTPS://CPOL.ARMY.MIL/CIVTRACKS](https://cpol.army.mil/civtracks). A USERID AND PASSWORD ARE REQUIRED FOR LOG-ON. THESE, ALONG WITH BRIEF INSTRUCTIONS FOR CIVTRACKS, ARE POSTED TO THE COLLABORATION CENTER ON THE ARMY KNOWLEDGE ON-LINE (AKO) WEBSITE.

11. FOLLOW THE STEPS BELOW TO SUBSCRIBE TO THE CIVILIAN PERSONNEL COMMUNITY IN THE AKO COLLABORATION CENTER AND OPEN THE APPROPRIATE FILE. (IF YOU CANNOT OPEN THE FILE IMMEDIATELY, WAIT 24 HOURS FOR THE SYSTEM TO PROCESS YOUR SUBSCRIPTION, AND THEN TRY AGAIN.)

A. LOG ON TO AKO.

B. SIGN IN.

C. CLICK ON THE COLLABORATE TAB.

D. CLICK ON ARMY COMMUNITIES IN THE LEFT-HAND WINDOW.

E. CLICK ON PERSONNEL.

F. IF YOU HAVE NOT ALREADY SUBSCRIBED, YOU SHOULD SEE CIVILIAN PERSONNEL IN THE UNSUBSCRIBED ARMY COMMUNITIES SECTION OF THE RIGHT-HAND WINDOW. SIMPLY CHECK IT AND CLICK SUBSCRIBE ON THE TOOL BAR. (THERE IS ON-LINE HELP AVAILABLE THERE AS WELL.)

G. CLICK ON THE CIVTRACKS ACCESS_ FILE.

12. DATA SHOULD BE INITIALLY INPUT TO CIVTRACKS BEFORE DEPARTING HOME STATION AND UPDATED EACH TIME THE DEPLOYED INDIVIDUAL CHANGES DUTY LOCATION, E.G., UPON ARRIVAL/DEPARTURE FROM CRC; UPON ARRIVAL AT THE SUPPORTED UNIT/ ORGANIZATION; ASSIGNMENT TO ANOTHER UNIT/LOCATION, DEPARTURE FROM THE UNIT OF ASSIGNMENT, ETC.

13. CONTRACTORS EMBEDDED WITH UNITS IN A HABITUAL RELATIONSHIP, SUCH AS SYSTEMS SUPPORT CONTRACTORS FOR UNITS, WILL CONDUCT READINESS AND DEPLOYMENT PROCESSING AND TRAVEL WITH THE SUPPORTED UNITS.